

September 25, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ACCEPT DONATION OF CUSTOMER SERVICE DESK
AT THE LA CAÑADA FLINTRIDGE LIBRARY (5)
(3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Accept the in-kind donation by the Friends of the La Cañada Flintridge Library of a custom-built customer service desk installed at the La Cañada Flintridge Library and valued at \$30,180.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This letter requests acceptance by the Board of an in-kind donation by the Friends of the La Cañada Flintridge Library valued at \$30,180. The Friends group paid for the fabrication and installation of a new custom-built customer service desk by a contract vendor to replace the existing circulation desk which was installed when the La Cañada Flintridge Library was constructed in 1971.

Implementation of Strategic Plan Goals

Approval of the recommended action is consistent with the County's Strategic Plan Goals of Service Excellence, Organizational Effectiveness, and Fiscal Responsibility.

FISCAL IMPACT/FINANCING

Fabrication and installation of the customer service desk at the La Cañada Flintridge Library was funded by the Friends of the La Cañada Flintridge Library. There is no direct financing impact to the Public Library for acceptance of this in-kind donation by the Friends group. However, it enables the Public Library to replace an outdated desk at no direct cost to the County.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County policy requires that donations over \$10,000 be submitted to the Board of Supervisors for acceptance. The Public Library assisted the Friends group in selecting a vendor to complete the work at a competitive cost. Library staff also assisted the Friends in working with the vendor to design the customer service desk, and in managing the installation of the desk to ensure a successful project. The new desk was installed during the week of August 18, 2003. The La Cañada Flintridge Library was closed from August 16 to August 21 to accommodate the installation of the new desk, and was reopened for public service on Friday, August 22.

IMPACT ON CURRENT SERVICES

This generous donation by the Friends of the La Cañada Flintridge Library replaces the existing circulation desk, which is over 30 years old, and has improved the appearance of the public area in the library. In addition, the new desk, which is designed to incorporate the latest electronic technologies, and is ADA compliant, will result in improved staff efficiency, enhanced customer service, and better service to our library customers with disabilities.

Respectfully submitted,

Margaret Donnellan Todd
County Librarian

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c: Auditor-Controller
Executive Officer, Board of Supervisors

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